

POM 5

29 June 1979

MEMORANDUM FOR: Chief, Publications and Presentations  
Group, NFAC

FROM: Director of Logistics

SUBJECT: Printing and Photography Division  
Consolidation

REFERENCE: Memo fm C/PPG to L/L, dtd 18 June,  
same subject, (OL 9 2475)

1. For quite some time Printing and Photography Division (PPPD) management had been studying alternatives which could allow more effective responses to Agency printing requirements. Every aspect of the organization was thoroughly scrutinized during this time, including its available manpower, materiel (equipment), methods, and the budgetary allocations for its various operations. The study surfaced some significant facts; e.g., that a consolidated operation would yield extraordinary increases in productivity (133 percent in one operation, 321 percent in another, etc.) at annual savings of approximately \$300,000. In addition, the built-in efficiencies obtainable through a Main Printing Plant (MPP) operation, such as a sophisticated Management Information System, an excellent workflow layout, and larger equipment at its disposal, could allow the Division to absorb a six-slot reduction in its T.O. without adversely affecting its response to printing requirements. All of these factors were mentioned at a briefing for the DE/NFAC and other component representatives on 21 May.

2. PPPD is committed to provide the same or improved service as a result of the consolidation. Needless to say, there is a built-in time delay in transporting material from Headquarters to the printing plant and vice versa. This delay will be made up, however, by the aforementioned efficiencies. In cases where material is released from PPG on time, there will be no increase

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in turnaround. In other cases where, because of critical changes due to late breaking intelligence, material released late for printing will be produced within the same Special Printing Plant time frame with possibly a five-minute delay because of locations. P&PD personnel are attempting to alleviate any inconveniences in this area by working with you in developing a system for transmitting late items via the Headquarters-MPP data link. I anticipate that this system can be eventually expanded for all overnight publications.

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3. [ ] Production Manager, P&PD has been assigned the responsibility of developing schedules for courier runs to coincide with your expected pickups and deliveries. He will also identify key P&PD personnel for NFAC to contact on an around-the-clock basis. With your continued cooperation in our consolidation efforts I feel certain that P&PD will provide NFAC, as well as other Agency components, with the service that has come to be expected.

/s/ James H. McDonald  
James H. McDonald

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18 June 1979

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MEMORANDUM FOR: Director of Logistics  
FROM :   
Chief, Publications and Presentations Group  
SUBJECT : Printing Services Consolidation

1. This is to request your written assurance that the consolidation of printing operations in the Main Printing Plant will improve Printing and Photography Division services to the National Foreign Assessment Center.

2. Through dual operation of the Special Printing Plant and the Main Printing Plant, the Printing and Photography Division in recent months has made a notable contribution to intelligence production. The two plants, working in tandem, have met hard deadlines.

3. When I and other NFAC representatives have expressed concern over how the disestablishment of the Special Printing Plant would affect the processing of NFAC serial and ad hoc intelligence issuances, we have received vague verbal assurances that there will be no diminution in services and that services will be improved.

4. Your written confirmation of these informal assurances will do much to dispel doubts within NFAC about the efficacy of the printing services merger, and will be greatly appreciated.

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